

Bookham Camera Club Data Protection Policy

Introduction:

The camera club is accountable for the data you have provided to us and we have an obligation to demonstrate compliance with data protection principles. From 25 May 2018, this requirement becomes further strengthened in law and there are very heavy fines for not complying.

The Data Protection Act 1998 and General Data Protection Regulation 2018, applies to the processing of personal data. Bookham Camera Club (BCC) is committed to complying with its legal obligations. BCC collects and processes personal data relating to its members in the course of running the club, administering membership, communicating with members, external competitions, and updates.

This policy covers any individual about whom BCC processes data. This may include current and former members. Processing of data includes: gaining consent, collecting; recording; presenting; storing; altering; and destroying.

Key points for members:

- We will only collect the minimum personal information necessary to administer your membership and the operations of the Club. This is usually your name, address, contact phone and email, and next-of-kin.
- We will not share your data with anyone outside the Club, except when required by Law, or except with our Insurance Company in the event of an insurance claim.
- You give us permission as part of your annual membership renewal to attach your name to any images entered into internal or external competitions or exhibitions unless you specifically request otherwise.
- Ask us if you want a summary of the information we hold about you. If you leave the Club your information will be deleted within one year, other than historical information attached to competition entries, unless you request otherwise.
- BCC will take reasonable steps to ensure that appropriate security measures are in place to protect the confidentiality of both electronic and paper records.
- Should there be a data breach or your data is compromised, we will contact you and let you know what has happened.
- **By joining the Club you provide consent for us to use your details** so that we can contact you about your membership and Club activities.

Membership data and how we manage it:

Appendix 1 lists what data the Club has, why we have it, where it came from, who looks after it, how we process it, how we keep it safe, and how long we keep it for.

General security standards:

- Data must not be copied outside the Club membership by any member.
- Data must not be used for any non-BCC related activities.
- The Membership database and any other files containing personal data held by BCC will be held securely on a PC with all normal security features enabled.
- Membership application and renewal forms will be kept securely by the Membership Secretary until superseded, and will be destroyed when the member leaves.
- Backup copies are kept to guard against data loss due to computer failure.

Data Controller and queries:

The Membership Secretary is the data controller for BCC. He/she bears overall responsibility for ensuring compliance with the Data Protection Act and regulations. He/she will answer members' questions about their data and how it is protected.

Members are entitled to request data held about them on a computer or to request a photocopy of their original paper membership application or renewal. The Data Controller will provide this information within 1 month of asking. If there are inaccuracies in the data BCC holds about you, the Membership Secretary will make the necessary corrections on your request.

If you wish to complain about the way your data is being managed then please contact the Chairman. If you are unhappy with the Chairman's response then you have a right to contact the Information Commissioners Office, ICO (IOCico.org.uk, Tel 0303 123 1113)

Review:

This policy will be reviewed from time to time to take into account changes in the law and the experience of the policy in practice.